

**OFFICE OF THE FEDERAL DEFENDER
EASTERN DISTRICT OF CALIFORNIA
2300 Tulare Street, Suite 330
FRESNO, CALIFORNIA 93721
(559) 487-5561 Fax: (559) 487-5950**

*Daniel J. Broderick
Federal Defender*

*Linda C. Harter
Chief Assistant Defender*

*Francine Zepeda
Fresno Branch Chief*

POSITION ANNOUNCEMENT

CASE MANAGEMENT ASSISTANT

The Sacramento Branch of the Office of the Federal Defender for the Eastern District of California is accepting applications for the position of Case Management Assistant for the Fresno Branch Office. The Office of the Federal Defender operates under authority of the Criminal Justice Act, U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters in the federal courts

The Case Management Assistant compiles, analyzes and maintains case statistics for the organization; opens and closes case files, prepares regular statistical reports, and performs all other duties as assigned. These duties will include providing support to the CJA panel administrator for the Fresno division. To qualify for the Case Management Assistant position a person must be a high school graduate or the equivalent and have at least two years of general experience.

This is a full-time permanent position with federal salary and benefits. Starting salary based on qualifications and experience currently yielding from JSP - 5/1 (\$31,315) to JSP-9/1 (\$47,448). This position is subject to mandatory Electronic Fund Transfer (direct deposit) of net pay. Federal government benefits apply, including health, life and long-term insurances, thrift savings program and flexible spending accounts. Employees of the Federal Defender are considered "at-will" employees and are not covered by the Civil Service Reform Act. Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental U.S.

To apply, send cover letter, resume and three references to:

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Eastern District of California
2300 Tulare Street, Suite 330
Fresno, California 93721

Closing date 7/6/2012. Please no telephone, email or fax inquiries.

The Office of the Federal Defender is an equal opportunity employer. Women and minorities encouraged to apply. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis. Selected candidate will be subject to a background check as a condition of employment.